



Crown Laboratories, Inc.

Job Title:	Operations Manager
Reporting To:	Site General Manager

Job Purpose Statement

The Production Manager is responsible for leadership and oversight of the manufacturing and packaging areas. Will focus on continuous improvement of safety, quality, and efficiency, while coordinating activities with other departments throughout the organization.

Main Accountabilities

- Maintains safe and clean work environment, while continually seeking to improve quality and efficiency of operations.
- Ensure that all team members are properly trained and adhere to Standard Operating Procedures (SOPs) to ensure full compliance while striving for operational excellence.
- Manage shift supervisors to ensure consistency and continuity across all shifts.
- Consistently demonstrates people leadership, constantly striving to build a culture of excellence within the organization. Maintain high level of visibility and engages with team members to resolve issues, recognize achievement, develop appropriate work practices, and adhere to policies and procedures.
- Plan and direct work flow to ensure production schedules are met.
- Evaluate and improve work processes.
- Develop strategies and methods to ensure throughput targets are achieved, while maintaining appropriate cost structures within the department. Develop and monitor appropriate metrics and performance indicators to measure efficiency, effectiveness and improvements.
- Work to manage change effectively within the department through effective and impactful communication and engaging partners throughout the organization.
- Ensure product quality through a commitment to SOP adherence and training of staff
- Maintain schedule to ensure time preventive maintenance, quarterly cleanings, etc.
- Resolve day to day team issues and adhere to discipline guidelines through timely and effective feedback to team members, while maintaining accurate and consistent documentation
- Maintain appropriate staffing levels in the production areas and ensure employees demonstrate a commitment to maximizing efficiency and productivity
- Work with Quality/Regulatory to ensure all filled products meet FDA standards and guidelines
- Support ANDA projects
- Create a culture of continuous improvement through implementing Lean and Six Sigma projects
- Keep track of attendance and paid time off

Job Related Qualification/Skills

- Any combination of education and experience equivalent the a Bachelor's Degree or equivalent 5+ years' experience in a leadership role, preferably in a Pharmaceutical environment or other business that is process and procedure driven.
- Must have excellent interpersonal skills and ability to work effectively with people from all backgrounds
- Must have experience in a continuous quality improvement environment and understand the rigors of working with highly regulated products.
- Prefer experience in a Lean Manufacturing environment, with demonstrated ability to apply Lean principles.
- Excellent verbal and written communication skills and organizational skills

To apply, visit: <https://www.crownlaboratories.com/application-for-employment/>